



Pre-Disaster Planning Grants for Historic Properties

Manual and Application Instructions

Round 2
June 2015

Funded by the National Park Service,
Administered by the
New Hampshire Division of Historical Resources

*The New Hampshire Division of Historical Resources is a Division of the New Hampshire
Department of Cultural Resources*

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SECTION ONE: BACKGROUND & OVERVIEW

The New Hampshire Division of Historical Resources is pleased to offer a new source of grant funding to help property owners and communities plan for future disasters. Pre-disaster planning for historic and cultural resources is critical to help ensure better protection of these irreplaceable resources the next time a major disaster strikes. Proposals that will better prepare historical properties for future disasters, such as new or updated historical inventories, community and site specific disaster planning, National Register nominations, and educational programming and training will be considered. In addition to pre-disaster planning efforts, any historic properties damaged by Superstorm Sandy that did not apply in the fall 2014 grant round are eligible to apply for assistance. Details and applications materials for rehabilitation projects can be found [here](#). The 2015 grant round will open **June 15, 2015 with applications due on August 10, 2015**. Approximately \$200,000 in funding is available in this grant round.

After Superstorm Sandy, the Federal Emergency Management Agency (FEMA) issued major disaster declarations in 12 states, including New Hampshire, and the District of Columbia. Within these 12 states, FEMA further designated individual counties as eligible for public assistance. The Disaster Relief Appropriations Act of 2013 then appropriated approximately \$50 million from the Historic Preservation Fund (HPF) of the National Park Service (NPS) for historic preservation projects providing relief for damages in Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Rhode Island, Pennsylvania, Virginia, West Virginia and the District of Columbia.

Six of New Hampshire's ten counties – **Belknap, Carroll, Coos, Grafton, Rockingham and Sullivan** – were determined eligible for Public Assistance through FEMA. **Only communities, organizations, and property owners with historical properties in these six counties are eligible** to apply for this grant program.

Priorities for the 2015 grant round include:

- Updating an historic inventory or Master Plan to address disaster planning for historic resources.
- Listing historic properties or districts to the National Register of Historic Places, with priority given to those in vulnerable or disaster-prone areas.
- Identification and inventory of particularly vulnerable or significant historic and archaeological properties
- Townwide, district or neighborhood inventories.
- Disaster mitigation plans for properties or districts eligible or listed to the National Register of Historic Places. See FEMA publication [386-6](#) for a suggested format.
- Innovative projects that serve as a model for other communities or property owners as they integrate historic and cultural resources with disaster mitigation planning.

Program Summary:

- No matching funds share is required; however, it is encouraged. Eligible grant expenses will be made on a reimbursement-only basis.
- Grants will be awarded on a competitive basis. Criteria will include the projects that achieve one of the above priorities for the current grant round, along with a property's historical significance, the applicant's ability to complete the project promptly and successfully, the impact the planning efforts will have to identify and prepare communities and resources against future damage, and the completeness and accuracy of the grant application.

- Planning efforts dealing with individual buildings or sites must be listed to or eligible for listing to the National Register of Historic Places.
- Costs to list an eligible property to the National Register may be funded with grant dollars and must be included within the scope of work, if the property is not yet listed.
- Properties may be privately-owned or owned by a non-profit, a local or county government or the state.
- Properties owned by the federal government are not eligible for the program.
- Grant projects must comply with all other requirements for work assisted by the Historic Preservation Fund, including procurement and reporting requirements and the execution of a term preservation easement on the property if it is being rehabilitated.

ELIGIBILITY

Eligible Properties:

Historic properties located in the designated counties (Belknap, Carroll, Coos, Grafton, Rockingham, Sullivan) are eligible for grant assistance from the NH Division of Historical Resources (NHDHR) for pre-disaster planning.

If the pre-disaster planning efforts include the identification and inventory historic and archaeological properties or the completion of a townwide, district, or neighborhood survey, or updates to previous inventories, consultation with the NHDHR is required so the format and methodology follows the NHDHR's and the National Park Service's guidelines.

Forms, manual and guidance for historic resource inventories are located at:
<http://www.nh.gov/nhdhr/programs/survey.htm>.

National Park Service guidance can be found at:
http://www.nps.gov/history/local-law/arch_stnds_2.htm

Applicants should contact Mary Kate Ryan, Survey Coordinator at the NHDHR with questions regarding historic resource inventories: marykate.ryan@dcn.nh.gov or 603-271-6435.

Applicants should contact Edna Feighner, Archaeologist and Review and Compliance Coordinator at the NHDHR with questions regarding identification and inventory of archaeological properties: edna.feighner@dcn.nh.gov or 603-271-2813.

If the pre-disaster efforts include listing eligible properties or districts in disaster-prone areas to the National Register of Historic Places, consultation with Peter Michaud, National Register, Preservation Tax Incentives, and Easement Coordinator, is required: peter.michaud@dcn.nh.gov or 603-271-3583.

Religious institutions may participate in the storm recovery and disaster planning grant program consistent with the National Historic Preservation Act Section 101(e)(4), which authorizes certain grants for religious properties listed in the National Register of Historic Places. Religious properties listed in the National Register are eligible to participate in this grant assistance program because the federal government has a strong interest in preserving all sites of historic significance to a broad class of beneficiaries defined without reference to religion; and because the criteria for funding is applied

neutrally. These elements show that this grant program is aimed solely at preserving historic structures and does not constitute an endorsement of religion by the government.

Ineligible Properties:

- Federally-owned properties
- Properties determined not eligible for listing to the National Register of Historic Places
- Properties located in Hillsborough, Merrimack, Strafford, and Cheshire counties. These counties were not included in the federal disaster declaration for Superstorm Sandy.

Eligible Applicants:

- Cities/towns and counties,
- Not-for-profit corporations,
- State agencies,
- Private individuals, and
- For-profit organizations

Ineligible Applicants:

- Federal agencies

Eligible Activities and Costs:

All activities listed in the first round of grant materials for historic properties damaged by Superstorm Sandy in federally declared disaster areas, per P.L. 113-2 (materials available on the NHDHR website: <http://www.nh.gov/nhdhr/programs/gis.htm>), as well as specifically in this round:

- Updating an historic inventory or Master Plan to address disaster planning for historic resources.
- Listing historic properties or districts to the National Register of Historic Places, with priority given to those in vulnerable or disaster-prone areas.
- Identification and inventory of particularly vulnerable or significant historic and archaeological properties
- Townwide, district or neighborhood inventories.
- Disaster mitigation plans for properties or districts eligible or listed to the National Register of Historic Places. See FEMA publication [386-6](#) for a suggested format.
- Innovative projects that serve as a model for other communities or property owners as they integrate historic and cultural resources with disaster mitigation planning.

Inventory and Survey identifies those buildings, structures, sites, complexes and districts which are significant in NH's history and pre-history. For assistance in designing a survey project, the applicant should contact the State Survey Coordinator at the NHDHR in advance of preparing the grant application.

National Register projects, to be most cost-effective, should be for historic districts and/or multiple property nominations identified by the community, along with the NHDHR, as being eligible for the National Register of Historic Places. Historic districts are a group of properties, related historically or architecturally, and physically grouped. Multiple property listings are those properties which are linked by a common property type or association such as historic agricultural properties (farms), bridges, mills, etc. Nominations for individual properties are also eligible. The National Register coordinator at the NHDHR can assist in designing these projects.

Disaster Mitigation Planning should be compliant with Federal Emergency Management Agency (FEMA) guidance, and should also taking into consideration and seek to meet the goals and objectives identified in the New Hampshire Statewide Historic Preservation Plan. As part of the statewide preservation planning process, the preservation plan has described the important themes in New Hampshire's history and pre-history, and the property types associated with them. Through the historic resource inventory and survey process, and applying the information from the themes and sub-themes, a community can identify and evaluate its significant properties and establish goals and priorities for their continued use and protection. This information should be integrated into the community's land planning documents and conservation efforts. The DHR can assist any applicant for a planning project.

All costs must directly relate to the accomplishment of the approved project. In general, the types of costs that are allowable include: accounting/auditing, advertising for consultants, communications such as telephone and postage, project consultant fees, materials and supplies consumed by the project, personnel costs (including wages and fringe benefits), printing and reproduction. Any other costs are unallowable, unless specifically approved in writing by the NHDHR.

All inventories, assessments, and nominations completed under this program must be completed by a consultant who meets the *Secretary of the Interior's Professional Qualifications Standards* as published in the Code of Federal Regulations, 36 CFR 61, and in accordance with NHDHR guidance for survey and identification of resources. The NHDHR maintains a list of qualified consultants, along with their areas of specialization, at: <http://www.nh.gov/nhdhr/consultants.html>

Ineligible Activities and Costs:

- Acquisition of real property is not an eligible cost for grant assistance.
- Costs incurred prior to the contract start date that have not received approvals
- Architectural salvage
- Archaeological salvage
- Routine maintenance
- Equipment purchase – unless usefulness to project can be demonstrated
- Moving buildings
- Fines or penalties
- Fundraising efforts including costs associated with writing this grant application
- General operating expenses
- Hospitality expenses including food, beverages, entertainment
- Interest payments
- Interpretive expenses
- Nonconformance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties/Identification*
- Political contributions
- Re-granting
- Scholarships
- Software acquisition
- Travel

ABOUT THE *SECRETARY OF THE INTERIOR'S STANDARDS FOR IDENTIFICATION*

All projects funded through this grant program that will undertake historic and archaeological inventory must meet the *Secretary of the Interior's Standards for Identification* as well as NH-specific guidance, as determined by the NHDHR and/or the NPS. Identification activities are undertaken to gather information about historic properties in an area. The scope of these activities will depend on: existing knowledge about properties; goals for survey activities developed in the planning process; and current management and community planning goals and needs. The *Secretary of the Interior's Standards for Identification and Guidelines for Identification* can be found online at: http://www.nps.gov/history/local-law/arch_stnds_2.htm. NHDHR guidance is located here: <http://www.nh.gov/nhdhr/programs/>. Please contact the NHDHR with any questions about the Standards and how they may apply to your project prior to planning your project or submitting an application.

Failure to provide sufficient documentation or comply with this requirement could jeopardize full reimbursement.

Approval Requirements:

All Requests for Proposals (RFP's) and scopes of work must be approved by the NHDHR before going to bid. Draft documents prepared for this grant will also need to be reviewed and approved by the NHDHR before being finalized.

Any changes in the scope of work must be reviewed and approved by the NHDHR prior to the work commencing. **Failure to obtain initial approval or approval of changes in the scope of work may result in the cancellation of all or part of the grant award.**

COMPLIANCE WITH SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT

Section 106 of the National Historic Preservation Act is a federal regulation that requires federal agencies to consider the effects of federally-assisted projects, such as grant programs, on historic properties. Pursuant to Section 106 and a Programmatic Agreement for Disaster Recovery, NHDHR will act on behalf of National Park Service for this Emergency Supplemental HPF grant assistance and will initiate consultation and complete the consultation process stipulated in the regulations issued by the Advisory Council for Historic Preservation (ACHP) in 36 CFR 800 prior to the commencement of all grant-assisted work. NHDHR in partnership with the applicant will initiate and carry through the Section 106 review process and provide documentation of its review to NPS. NHDHR will consider effects to historic properties in reviewing all applications. Using these grant funds on projects that cause adverse effects is strictly prohibited.

PROCUREMENT REQUIREMENTS

All procurement (purchase) procedures must follow the minimum federal requirements as outlined in 43 CFR 12 and applicable state and local procurement procedures and must be strictly followed.

All procurement transactions, regardless of whether competitive proposals or sealed bids are used and without regard to dollar value, shall be conducted in a manner that provides open and free competition. Procurement procedures shall not restrict or eliminate competition. Non-competitive practices between firms and organizational conflicts of interest are not allowable.

Goods and services must be procured in a manner so as to assure the prudent and economical use of grant moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, extravagance, fraud and corruption. Grantees will be required to describe and document the procurement process and means used to obtain their proposed contractor(s) in a format prescribed by the NHDHR.

The purchase of supplies, equipment, and construction materials with grant assistance must comply, to the greatest extent practicable, with the requirements of 43 CFR 12, Subpart E (Buy American Requirements for Assistance Programs – <http://www.ecfr.gov/cgi-bin/text-idx?rgn=div6&node=43:1.1.1.1.12.5>). Any exceptions must be documented for the project files.

Prospective bidders must be aware of the involvement of federal funds and that consequent applicable federal and state requirements must be met. **The eligible grant expenses will be made on a reimbursement-only basis.**

If a project is selected for funding, the applicant must be prepared for upfront expenditures. While the entire project does not have to be completed before submitting a payment request, reimbursements are made only after funds are expended and all contract payment requirements have been met. Applicants must plan their financial arrangements accordingly.

Procurement must be made by one of the following methods:

- 1) Small purchase procedures
- 2) Competitive sealed bids (formal advertising)
- 3) Competitive negotiation
- 4) Noncompetitive proposal

In most instances, grantees will use competitive negotiation and small purchase procedures.

1) **Small Purchase Procedures** are those relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies or other property, costing in the aggregate not more than \$150,000. This method of procurement cannot be used for any procurement costing more than \$150,000. **If the procurement costs are over \$150,000, prices or rate quotations should be obtained from at least three qualified sources and the lowest priced source should be chosen.**

2) In **Competitive Sealed Bids** (formal advertising), sealed bids are publicly solicited, and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price. This method of procurement is used for development projects.

- a. In order for formal advertising to be feasible, appropriate conditions must be present, including, as a minimum, the following:
 1. A complete, adequate and realistic specification or purchase description is available.
 2. Two or more responsible suppliers are willing and able to compete effectively for the grantee's business.
 3. The procurement lends itself a firm-fixed price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.
- b. When formal advertising is used for a procurement under a grant, the following requirements shall apply:
 1. A sufficient time prior to the date set for opening of bids (20-30 calendar days), bids shall be solicited from an adequate number of known suppliers. In addition, invitations must be publicly advertised.
 2. The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation.
 3. All bids shall be opened publicly at the time and place stated in the invitation for bids.
 4. A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specific in the bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest.
 5. Any or all bids may be rejected when there are sound documented business reasons in the best interest of the program.

3) In **Competitive Negotiation**, proposals are requested from a number of sources and the Request for Proposal is publicized, negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. If competitive negotiation is used for a procurement under a grant, the following requirements shall apply:

- a. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposal shall be publicized and reasonable requests by other sources to compete shall be honored to the maximum extent practicable.

- b. The Request for Proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.
- c. Award may be made to the responsible offer or whose proposal will be most advantageous to the procuring party, price and other factors -- such as the capabilities, skill and technical knowledge required to complete the project -- considered. The most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Unsuccessful offerors should be notified promptly.

The NHDHR can provide guidance to the grantee in preparing the Request for Proposal and must approve the RFP in advance of the work commencing.

3) **Noncompetitive Proposals** is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. It is rarely approved for this grant program. Noncompetitive proposals may be used when the award of a contract is infeasible under small purchase, competitive bidding (formal advertising) or competitive negotiation procedures. A contractor's past performance or the recitation of an administratively imposed deadline is insufficient reason to justify noncompetitive procurement. Noncompetitive proposals must be approved in advance by the DHR, which must request approval from the National Park Service. Circumstances under which a contract may be awarded by noncompetitive negotiation are limited to the following:

- a. The item is only available from a single source.
- b. After solicitation of a number of sources, competition is determined inadequate.

Contract Pricing:

The cost-plus-a-percentage-of-cost and percentage-of-construction-cost method of contracting or purchasing shall **not** be used under any circumstances including costs connected with any contract modifications. The types of contracts which are allowable include cost reimbursement contracts, firm-fixed-price contracts, fixed-price incentive contracts, or cost-plus-a-fixed-fee contracts.

Selection Procedures:

Solicitation of offers, whether by competitive sealed bids or competitive negotiation, shall:

1. Incorporate a clear and accurate description of the technical requirements for the materials, product or service to be procured. Such description shall not, in competitive procurement, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated.

2. All contracts in excess of \$10,000 shall contain suitable provisions for termination by the subgrantee, including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
3. All contracts awarded in excess of \$10,000 shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11374, and as supplemented in Department of Labor regulations (41 CFR Part 60).
4. Notice of awarding agency requirements and regulations pertaining to reporting.
5. Notice of National Park Service requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract, and of NPS requirements and regulations pertaining to copyrights and rights in data.
6. Access by the DHR, the subgrantee, the National Park Service, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
7. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed. If an audit, litigation, or other action involving the records is started before the end of the 3-year period, the records must be retained until all issues arising out of the action are resolved or until the end of the 3-year period, whichever is later.
8. Contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-165).

The National Historic Preservation Act does not require compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7). However, this does not exempt projects where other federal funds are involved, and it is the grantee's responsibility to comply with the terms of the Davis-Bacon Act in those cases.

Procurement Documentation:

After any project contract is awarded, the following information must be sent to the NHDHR to satisfy Federal audit procedures:

1. A copy of the Request for Proposal or solicitation for bids, whichever is appropriate (the NHDHR must also review and approve all RFPs in advance of their publication),
2. A description of the methods of publicizing the solicitations, including dates and places of publication and posting, and the list of consultants/suppliers to whom the RFP was directly sent.
3. Copies of the responses received, or a summary of the responses.
4. Method and justification of contractor selection.
5. Justification of the use of negotiation (if used),
6. Copy of the signed and dated contract(s).

MATCHING SHARE

There is no match required for these grant funds; however, it is encouraged and as part of the reporting requirements for the grant it must be tracked.

Matching share refers to the applicant's contribution toward the total cost of the project. Cash contributions refer to the actual funds committed to the project by the applicant. These matching funds can be state or local funds, grants or fund-raising proceeds from private organizations, foundations, or individuals. **Federal funds cannot be used as matching share with the exception of Community Development Block Grant (CDBG) money.** If you are unsure if your intended match is acceptable, please contact the NHDHR.

Donated services and equipment is allowable matching share when they directly benefit the project's objectives and are specifically identifiable. In other words, they are allowable only if the applicant would otherwise have to purchase them to accomplish the project. Donated services and equipment must be identifiable in project records as not donated by the federal government, not purchased with federal funds, and not included as donations comprising all or part of the share under any other federally-assisted project.

All personnel expenses must be supported by time records that are signed by both the employee and the employee's supervisor. Such records must show the actual hours worked – by date – and the specific duties performed. Donated equipment and office space are often too difficult to document adequately to use as matching share. Equipment or office space donated to the project must not exceed the fair market rental value. Grant recipients must submit documentation of their basis for determining valuation of donated equipment and space, including proof of fair market value, with the grant application. Grant recipients must also maintain records to support their reimbursement claims as to the actual use of donated equipment.

Volunteers can contribute to the success of a project if they are organized and supervised. Just as with donated services, volunteer services are allowable as matching share if the grantee would otherwise have to purchase the services to accomplish the project. The hourly rates must be consistent with those paid for similar work in the local labor market, and consultant rates may not exceed \$82.49 per hour. In most cases, volunteers performing work for which they are not trained or experienced must use the minimum wage rate. Volunteer hours must be documented like donated services; please check with the NHDHR for a sample form to document volunteer hours. Volunteer services usually are not part of pre-development or construction projects. Please consult first with the NHDHR if planning to use volunteer services as match.

SECTION TWO: APPLICATION INFORMATION AND INSTRUCTIONS

GRANT SELECTION, SCORING CRITERIA, and ADMINISTRATION

The Storm Recovery and Disaster Planning Grant Program is a competitive grant program, and each application will be scored according to a pre-determined set of criteria. Each application will be reviewed for eligibility and, if determined eligible, will be rated according to these grant selection criteria:

- Completeness and accuracy of the grant application.
- Degree to which local historic preservation needs will be met and a public benefit achieved.
- Projects that meet the stated priorities of the grant program.
- Applicant's ability to show the projects adherence to the applicable *Secretary of the Interior's Standards for Identification*.
- The ability of the applicant to complete the project successfully and promptly within the grant period; project planning, administrative structures and budget demonstrates fiscal prudence and readiness to proceed.
- Ability for the project to address the planning needs of the community with respect to its historic and cultural resources and disaster planning and preparedness.
- Projects designed to benefit the greatest number of resources

Grant Award Notification:

Once the applications have been received they will be evaluated by a committee comprised of NHDHR staff, representatives from other divisions within the Department of Cultural Resources and professionals in the field of historic preservation and/or archaeology. Those projects with the highest scores will be selected for funding. NHDHR reserves the right to fund all or a portion of the proposed project. Grants exceeding \$25,000 or involving National Historic Landmarks regardless of the grant amount must also be submitted to the National Park Service for its approval. All grants/contracts are subject to review and approval by the New Hampshire Attorney General's Office and all grants exceeding \$25,000 are also subject to review and approval the Governor and Executive Council. Work must not commence until all approvals have been received.

Grant Administration:

The NHDHR acknowledges that the federal reporting requirements passed on to grant recipients may seem demanding. The NHDHR has streamlined these reporting requirements to the greatest degree possible for the Storm Recovery and Disaster Planning Grant Program. Nonetheless, they are necessary for receipt of funds and the New Hampshire's continued eligibility for Historic Preservation Fund appropriations.

Therefore, the qualifications and abilities of the applicant to meet federal and state fiscal and program management requirements will be considered in grant selection. While it is not necessary for the grant recipient to have experience in administering federal grants, she or he should have demonstrated administrative capabilities and be prepared to devote a reasonable amount of time for the project management, through a project's completion and acceptance of final reporting and reimbursement by the NHDHR. The project manager must be available during regular business hours. Demonstrated

inability to manage a previous grant from the NHDHR or unresolved audit questions may be justification for rejecting the application.

Once a grant is awarded, applicants will enter into a contract with the NHDHR and the State of New Hampshire. The contract will include:

- NHDHR Grant Contract,
- Budget,
- Scope of work,
- Certificate of Insurance,
- State of New Hampshire Alternate W-9,
- State of New Hampshire Certificate of Authority for Municipalities (municipalities only),
- Certificate of Good Standing (non-profits only)
- Interim and Final Report requirements
- Any other contract materials required by the National Parks Service or the State of New Hampshire

Grant Project Timeline:

The project start date is the date on the Grant Agreement. All final products, reports and grant funded materials must be completed within 24 months of the grant award. Failure to comply with this requirement may result in the cancellation of the grant award.

Interim and Final Project Reports:

Progress reports with invoice documentation, if expended and photographic records (if appropriate) of all grant funded work will be submitted to the NHDHR on a quarterly basis as outlined in the Grant Agreement executed between the grantee and the NHDHR.

A final report, which may also include a project audit, will be required within 90 days of the end date of the grant agreement. If required, the project audit must be prepared by an independent auditing firm. Costs associated with the preparation of the final report and audits are eligible for reimbursement.

The grantee must maintain all records pertinent to the funds awarded in accordance with 43 CFR 12.

Payment Procedures/Requests for Reimbursement:

These grants are reimbursement grants. Successful applicants must be prepared to fund the cost of the project, and then submit for reimbursement. Applicants do not need to complete the entire project before submitting a payment request; however, reimbursements are made only after funds are expended and all contract payment requirements have been met. Documentation of expenditures is required. Acceptable proof of expenditures may include copies of contracts, invoices, receipts and cancelled checks. NHDHR will issue a payment to the grantee when requested by the grantee if the following conditions are met:

- NHDHR approves the work elements and associated expenditure documentation.
- All interim reporting requirements are met.

The final grant payment, which shall not be less than twenty-five (25) percent of the compensation due to the grantee will be issued upon satisfactory completion and approval of the final products and final reporting requirements.

Once all final products and reports are complete and approved the NHDHR will authorize a final grant payment.

Grant Cancellations:

NHDHR has the right to withhold, reduce or cancel grants if a grantee. The NHDHR will promptly notify the grantee in writing of the termination and the reasons for the termination, together with the effective date if the grantee:

- Fails to comply with the terms of the grant agreement
- Does not start a project within 90 days of the grant agreement execution
- Demonstrates inadequate financial management or oversight
- Does not properly credit the NHDHR and the NPS support
- Undertakes work without prior approval of the NHDHR
- Experiences significant delays in the grant project
- The project does not meet the *Secretary of the Interior's Standards for Identification*

The grant may also be terminated for the following reasons:

- The NHDHR may terminate grant projects in whole or in part when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties will agree upon the termination conditions, including the effective dates, and in the case of partial termination, the portion to be terminated.
- The grantee may unilaterally cancel the grant at any time prior to the any portion of the grant payment, although the NHDHR must be notified in writing. After initiation, the project may be terminated, modified, or amended by the grantee only by mutual agreement of the grantee and the NHDHR. Requests for termination prior to completion must fully explain the reasons for the action.

Other Requirements:

- Grant recipients must follow all applicable federal, state and local statutes, laws, rules and regulations, including any local historic district requirements.
- Grantee must not use grant funds for lobbying for other political activities.
- Should the grantee use grant funds for the purchase of project-related equipment purchases over \$5,000, the grantee must submit a request to the NHDHR that will require National Park Service review and approval. Grantees must maintain a property inventory record and comply with the property management requirements of OMB Circular A-102 (as codified in 43 CFR 12.71-73) and the HPF Grants Manual, Chapter 19, for all equipment purchased with the HPF grant funds, as directed through the NHDHR.

PROJECT PUBLICITY

Please note that no publicity, in any form, is allowed prior to receipt of all grant/contract approvals.

Press releases about the project must acknowledge the grant assistance provided by the Historic Preservation Fund of the National Park Service and the NHDHR, and copies of the press releases must be provided to the NHDHR. The grantee must transmit notice of any public ceremonies planned to publicize the project or its results in a timely enough manner so that the NHDHR, NPS, congressional or other federal officials can attend if desired. Grantees are strongly encouraged to reach out to their congressional officials about their grant activities.

The grantee must include acknowledgement of grant support from the Historic Preservation Fund Storm Recovery and Disaster Planning Grants for Historic Properties grant program of the National Park Service, and a nondiscrimination statement in all publications and videos assisted with grant monies and/or concerning NPS grant-supported activities. At least three (3) copies of each publication and video concerning grant-assisted activities, or published with grant assistance, must be furnished to the NHDHR within 30 calendar days of publication. All publications, including video and audio tapes, must contain the following disclaimer and acknowledgement of support:

This material is based upon work assisted by a grant from the Department of the Interior, National Park Service. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior.

All consultants and contractors must be informed of this requirement. The NPS and the NHDHR shall have a royalty-free right to republish any published material generated by this grant.

APPLICATION INSTRUCTIONS

Application Information:

Applications are available for download on the NHDHR website at <http://www.nh.gov/nhdhr/>

Completed applications must be received at the NHDHR no later than Monday, August 10, 2015 by 4:00 p.m.

Application materials should be submitted to:

New Hampshire Division of Historical Resources
Attn: Amy Dixon, Grants Coordinator
19 Pillsbury Street, 2nd Floor
Concord, NH 03301

Contact Information:

For questions about this grant and to ask whether a property is eligible for funding please contact:

New Hampshire Division of Historical Resources
19 Pillsbury Street, 2nd Floor
Concord, NH 03301
603-271-3558
Amy.Dixon@dcr.nh.gov

Application Instructions:

One (1) complete application saved to a CD or a USB flash drive, including all photographs and attachments and five (5) complete printed copies of the application must be received by mail or hand delivered to the NHDHR no later than Monday, August 10, 2015 by 4:00 p.m.

Applications must be signed by an authorized representative of the applicant organization.

Application materials will not be returned.

All applications must be typed or computer generated. Handwritten applications will not be accepted. Do not bind your application with anything other than a binder clip or paper clips. Three ring binders or other methods of binding applications materials are not acceptable.